



REFERENCE-WRITING POLICY

**Presented to
Trustees
13 March 2025**

Date approved	13 March 2025 (adopted) Trustees Standards Committee
Consultation	Staff and Union Consultation March 2025 (completed)
Date reviewed	Spring 2028

Footnote:

- Headteacher also means Head of College and Principal
- School also means College, Academy or Academies
- MAT refers to Multi-Academy Trust

REFERENCE-WRITING POLICY

The Trust aims to achieve the best for the staff that they employ and have set out the following Reference-Writing Policy to ensure that the interests of both employer and employee are properly addressed and protected with regards to providing references.

1. If a reference is provided using the school's headed stationery or work email the Headteacher (or a delegated member of the Senior Management Team) must see all references before issue.
2. School headed stationery or work emails must only be used for employees or volunteers of the school whether past or present.
3. When writing a reference the referee must indicate clearly the capacity in which the individual worked, their relationship and the period of time that the individual worked at the school.
4. When an employee provides a reference for a friend, or a person who has not been an employee of the school, then this must be given on plain paper. Staff must realise that this is a personal reference which must not be sent on headed paper, and that they, as referee, are personally responsible (and may be legally liable) for the contents of the reference.
5. Where a reference request arrives after an employee has left the school then the reference must state clearly the period of time that the individual worked for the school, giving both the start date and end date, please refer to HR.
6. Any reference given must state clearly that it is based on the individual's performance in the post that they hold, or held, at the school.
7. Absence data must not be provided in any reference, it is not company policy to provide such information.
8. It is important to note that a candidate can request to see any reference, marked confidential or otherwise. Employers are obliged to comply with this request.
9. This policy applies to employees of the school. Reference requests for students will be dealt with by the member of staff with delegated responsibilities.
10. A reference should include information about any occurrence in the preceding 2 years where the employee has been subject to the school's capability procedures, please refer to HR.
11. Should any member of staff be unclear about this procedure or how to write a reference then please contact the Headteacher, or delegated member of the Senior Management Team.
12. Monitoring And Review Of The Policy
 - 12.1 The Trust (or responsible committee) will review this policy in line with the procedure for policy review.
 - 12.2 Date for Review;
If no other reason for review (see policy review procedure) this policy will be reviewed in 3 years.

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